

Summary of the NELAC Board of Directors Meeting October 28, 1999

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) convened by teleconference at 1:30 p.m. on October 28, 1999; several guests were invited to attend to speak on agenda items. The meeting was attended by Dr. Jim Pearson, but led by Dr. Ken Jackson due to Dr. Pearson's being indisposed. Dr. Jackson followed the agenda distributed previously to Board members. Action items are shown in Attachment A, incomplete action items from past meetings are shown in Attachment B and the list of participants is shown in Attachment C.

Introduction

The Board voted on, and approved the minutes of the September 23, 1999 Board of Directors Meeting. Action items from past meetings were reviewed

Tribal Participation in NELAC

Two issue papers on the subject were previously distributed to the Board. The issues include Tribes as Accrediting Authorities, and Tribes as voting members of NELAC. Ms. Barbara Finazzo recommended that the EPA regional tribal coordinators be contacted to determine the scope of tribal environmental programs and of tribal interest in NELAC before proposed changes to the standards are submitted to include tribal groups.

Training Offer for First 11 NELAP Accrediting Authorities

A draft proposal from the Global Institute of Environmental Scientists (GIES) to provide training to the first group of 11 Accrediting Authorities was presented to the Board. Several suggestions were made to clarify the draft proposal. A vote was held to accept the concept of the GIES pilot training effort and to move forward with the pilot training effort pending approval of the final proposal. The Board approved the measure. Jeanne Mourrain will seek approval within the agency.

Section 2.0 of NELAC Standards

Ms. Anne Rhyne reported that the PT Committee is developing a Fields of Testing table that will include the analytes, programs, PTOB/PTPA, concentration ranges, and acceptance ranges. She also noted that the acceptance ranges will include solid waste. Ms. Rhyne expects the table to be complete by the interim meeting. Ms. Rhyne also reported that the PT Committee is working on guidance for Section 2.0 of the NELAC Standards. Based on recent developments, a re-write of Section 2.0 will be presented for voting at NELAC VI.

Federal Agencies Exemption as Secondary Accrediting Authorities

Ms. Jeanne Mourrain lead the discussion of a proposed change to NELAC 1.5.3 exempting federal agencies from acting as Secondary Accrediting Authorities. Ms. Jackie Sample will chair a Federal Partners meeting to get input prior to submitting proposed changes to section 1.5.3 to the Program Policy and Structure Committee.

Letter to OW

Dr. Ken Jackson reported that he has drafted a second letter to the Office of Water concerning a proposed federal register notice requiring laboratories to run performance testing samples by method rather than by matrix as stated in the NELAC standards. The Board agreed that the letter should come from Dr. Pearson. Ms. Anne Rhyne volunteered to check on the current status of the proposed notice, prior to Dr. Pearson sending the letter to OW.

New Business

Dr. Bart Simmons has been working closely with Dr. Jim Pearson on the list of nominees for the new standing committee on Field Activities. Dr. Simmons reported to the Board discussions he has had with Dr. Pearson regarding the nominees to the Field Activities committee. He was seeking advise on optimizing the diversity of opinions of the committee members. The Board's response was to optimize diversity to the greatest extent possible.

Action Items
NELAC Board of Teleconference
October 28, 1999

Item No.	Action	Status
1.	Ms. Finazzo will coordinate contact of EPA regional tribal coordinators to determine extent of existing tribal environmental programs, and interest in NELAC	
2.	Ms. Mourrain will provide a copy of the GIES pilot training proposal to EPA upper management for approval.	Complete
3.	Ms. Rhyne will check on the status of the proposed OW federal register notice regarding PTs by method and provide information to Dr. Jackson for letter to OW.	
4.	At the request of the Board, Dr. Ronning will re-solicit comments from the Committees on appointing committee liaisons	
5.	Dr. Jackson and Dr. Pearson will draft a letter to the states not currently participating on committees to solicit participation.	

Incomplete Action Items from Past Teleconferences

Date of Meeting	Action	Status
01/11/99	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the website. They are to submit these to Dr. Irene Ronning.	On-going
01/07/99	Ms. Mourrain, and Mr. Slayton will develop a policy on handling of comments and, also, will develop a standardized letter.	Completed
02/04/99	Ms. Mourrain, Ms. Batterton, Ms. Sample and Dr. Hartwig will work on developing a training program for the Committee Chairs.	Completed
	Material was updated in response to comments. Ms. Sample and Ms. Labie will review.	On-going
05/27/99	Dr. Jackson will prepare another letter to the Assistant Administrator for Water regarding their PT program and Ms. Mourrain will contact Steve Clark to let him know that a follow-up letter will be forthcoming.	On-going - Dr. Jackson Completed - Ms. Mourrain
05/27/99	Dr. Jackson will send the Board members a list of States that are not participating in NELAC committees so that the Board members can solicit participation.	Completed
06/17/99	Dr. Irene Ronning is to present a proposal for selecting liaisons to the Membership and Outreach Committee from each of the other committees. She is to prepare this for the next Board of Directors meeting.	Completed
07/31/99	Dr. Ken Jackson will draft a letter to the Editors of the Environmental Laboratory Washington Report pointing out the inaccuracies in the ACIL article.	On-going
8/27/99	Committee Liaison should make it a priority that their committees have a full complement of members.	On-going
8/27/99	Gene Tatsch may query the RTI mailing database for NELAC meeting participants with local municipality affiliation	
8/27/99	Dr. Siegelman, Dr. Pearson, and Ms. Batterton will share meeting planning information with Dr. Brokopp in preparation for NELAC VII.	On-going

Date of Meeting	Action	Status
8/27/99	Board members are to study the Draft AARB charter and be prepared to discuss it in detail next month.	On-going
9/23/99	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	
9/23/99	Mr. Baker agreed to forward training course materials to the board as soon as possible. Mr. Baker will raise the issue of linking assessor checklists with the NELAC standard with the On-site Assessment committee.	
9/23/99	Dr. Bart Simmons will forward the nomination package for Field Activities committee members to Dr. Pearson.	

List of Participants
Board of Directors Teleconference
October 28, 1999

Name	Affiliation	Telephone Numbers
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